



County of Los Angeles CHIEF EXECUTIVE OFFICE

Kenneth Hahn Hall of Administration
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(213) 974-1101
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WILLIAM T FUJIOKA
Chief Executive Officer

Board of Supervisors
GLORIA MOLINA
First District

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Second District

ZEV YAROSLAVSKY
Third District

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Fourth District

MICHAEL D. ANTONOVICH
Fifth District

August 9, 2011

The Honorable Board of Supervisors
County of Los Angeles
383 Kenneth Hahn Hall of Administration
500 West Temple Street
Los Angeles, CA 90012

Dear Supervisors:

**PUBLIC LIBRARY: MANHATTAN BEACH LIBRARY PROJECT
ESTABLISH PROJECT, APPROVE BUDGET AND
RELATED APPROPRIATION ADJUSTMENT
CAPITAL PROJECT NO. 69571
(FOURTH DISTRICT) (4 VOTES)**

SUBJECT

Approval of the recommended actions will establish a capital project for the Manhattan Beach Library Project and approve the related appropriation adjustment.

IT IS RECOMMENDED THAT YOUR BOARD:

1. Find these administrative actions exempt from the California Environmental Quality Act Section 15378(b)(5) of the State Guidelines, because the proposed actions are considered a governmental administrative activity exempt from the definition of a project that will not result in the direct or indirect changes to the environment.
2. Establish the Manhattan Beach Library Project, Capital Project No. 69571 and approve a total budget of \$22,571,000.
3. Approve the appropriation adjustment to transfer \$5,141,000 from Public Library Designation for Program Expansion, to the Capital Project/Refurbishment Budget to fund the Manhattan Beach Library Project.

"To Enrich Lives Through Effective And Caring Service"

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Intra-County Correspondence Sent Electronically Only**

4. Instruct the Chief Executive Officer, in collaboration with the Treasurer and Tax Collector, to develop financing recommendations to fund the remaining cost for the Manhattan Beach Library Project.
5. Approve and delegate authority to the Director of Public Works, or her designee, to accept the assignment and the implementation of a Professional Services Agreement from the City of Manhattan Beach for architectural and engineering services for the Manhattan Beach Library Project for a not-to-exceed fee of \$1,200,000.

PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION

Approval of the recommended actions will allow the Department of Public Works (Public Works) to proceed with the development of a scoping document for the Manhattan Beach Library Project (Project).

Background

The County owns and operates the existing 12,188 square feet Manhattan Beach Library, which is located at 1320 Highland Avenue in the City of Manhattan Beach (City). The Public Library has been in discussion with the City regarding improvements to this 35-year old facility for many years. In 2008, as a part of the City's Facilities Strategic Plan process, a feasibility study was completed to explore a range of options for the renovation and expansion of the Manhattan Beach Library.

On September 28, 2010, your Board delegated authority to the County Librarian to execute an agreement with the City for the cost reimbursement of City's pre-design work on the improvement and enhancement of the Manhattan Beach Library, given the conceptual library options which resulted from the 2008 feasibility study. The Public Library, in conjunction with the City, reviewed the age and condition of the existing building and determined that the construction of a new facility was the most practical option and would allow full implementation of program requirements and sustainability features.

Proposed Project

The proposed Project scope entails consideration of the demolition of the existing library and the construction of a new 21,500 square feet library facility on the same site. If the new library is ultimately built, it will include adult reading areas, a teen area, and a juvenile/early childhood area with dedicated programming space, a homework center; group study/tutoring rooms; a 100-seat community meeting room; express-service

check-out machines at the lobby; information services desks; public access computers; staff areas; public restrooms; and associated site improvements, including landscaping, walkways, and security lighting.

The Project scope will also include a portion of the furniture, fixtures, and equipment (tables, chairs, built-in casework, book shelving, modular work stations, staff lockers, and book self check-out units) to expedite procurement and installation by the general contractor in coordination with the other finish trades. The remaining furniture, fixtures, and equipment (computers, printers, fax machines, and copier machines), and interior signage will be procured separately by the County with purchase orders through the Internal Services Department.

If the new library is ultimately built, the County and the City will cooperatively work on the implementation of the proposed Project. The City will assist the County by conducting the solicitation of and awarding an architectural and engineering services contract to develop the scoping document for the proposed Project and developing the appropriate environmental documentation on the County's behalf. The County will award and oversee the construction contract and provide overall management of the Project.

The proposed Project will be delivered using the design-build project delivery method. The demolition of the existing library building will be accomplished through a Public Works' Job Order Contract.

Prior to award of the construction contract to a design-build entity, we will return to your Board to obtain approval of the Project scope and budget, and financing recommendations.

Green Building/Sustainable Design Program

The Project will comply with the County's Energy and Environmental Policy. As requested by the City, the Project will be designed and constructed to achieve the United States Green Building Council Leadership in Energy and Environmental Design (LEED) Gold level certification by incorporating sustainable design features to optimize energy and water use efficiency, enhance the sustainability of the site, improve indoor environmental quality, and maximize the use and reuse of sustainable and local resources.

Implementation of Strategic Plan Goals

The proposed Project supports the County's Strategic Plan Goals of Operational Effectiveness (Goal 1), Children, Family, and Adult Well-Being (Goal 2), and Community and Municipal Services (Goal 3) by investing in public infrastructure that will enhance cultural, recreational, and lifelong learning opportunities for County residents.

FISCAL IMPACT/FINANCING

The total Project cost, based on conceptual design, including scoping documents, plans and specifications, jurisdictional reviews, consultant services, construction costs, civic art, and County services, is currently estimated at \$22,571,000 (Attachment A).

The proposed Project will be funded by Set Aside Funds in the Public Library Operating Budget designated for the Manhattan Beach Library and long-term bond proceeds. As of July 2011, the total amount of Set Aside Funds in a Designation for Program Expansion in the Public Library's Operating Budget for Proposed Project is \$5,141,000. The Set Aside Funds represent the accumulated difference between annual property tax collected from the City for library services and the actual cost of providing library services in the area, plus operating savings from the closure of the library during construction (Set Aside Funds).

Approval of the attached appropriation adjustment (Attachment B) will transfer \$5,141,000 from the Library Operating budget by reducing the Designation for Program Expansion to Manhattan Beach Library Project, Capital Project 69571.

During the period of the Project's design and construction (August 2011 through December 2014), Public Library will transfer future available Set Aside Funds into the Project Budget. It is anticipated that an additional \$6,000,000 will be directed to offset Project costs during the time period, increasing the total amount of Set Aside Fund commitment to the Project to \$11,141,000.

Once the final Project budget has been determined and prior to the award of the construction contract for the proposed Project, we will develop a financing plan with the Treasurer and Tax Collector recommendations for the balance of the Project budget and return to your Board with recommendations. Debt services on such bonds will be repaid from annual property taxes collected from the City for library services.

Operating Budget

The Public Library's Fiscal Year (FY) 2009-10 operating budget for the Manhattan Beach Library was \$1,521,000. It is anticipated that the new library will begin operation in FY 2014-15. The annual operating budget for the new Manhattan Beach Library is estimated at \$1,881,000 based on increased staffing, support, facility maintenance, and other operating costs that will be required. This represents a net increase of approximately \$360,000. The Public Library projects that the City will have sufficient property tax revenues to cover the increased operating costs for the new Library.

FACTS AND PROVISIONS/LEGAL REQUIREMENTS

On September 28, 2010, your Board delegated authority to the County Librarian to execute a Memorandum of Understanding (MOU) with the City, which will govern the use of property tax dollars apportioned to the County from property within the City for the purpose of providing library services at the Manhattan Beach Library. The final MOU was executed by the parties on March 31, 2011.

Pursuant to your Board's Civic Art policy adopted on December 7, 2004, the Project budget includes 1 percent of design and construction costs to be allocated to fund Civic Art for the Project.

ENVIRONMENTAL DOCUMENTATION

It can be seen with certainty that approval of these recommended actions will have no potential environmental impact and accordingly are not subject to the California Environmental Quality Act (CEQA) according to Section 15378(b)(5) of the State CEQA Guidelines. The appropriate environmental documentation will be prepared by the County in conjunction with the City and provided for your Board's consideration when we return to your Board for approval of the Project and to award a design-build contract for the Project.

CONTRACTING PROCESS

On August 2, 2011, the City awarded a Professional Services Agreement to Johnson Favaro to provide architectural and engineering design services for the Project for a not-to-exceed fee of \$1,200,000.

IMPACT ON CURRENT SERVICES

The Public Library will develop a plan, in consultation with the City, to provide temporary library services during construction. Any operating cost savings, resulted from the closure of the library during construction, will be allocated to the Manhattan Beach Library Project, Capital Project 69571.

CONCLUSION

Please return one adopted copy of this letter to the Chief Executive Office, Capital Projects Division; Public Library; and Department of Public Works, Project Management Division I.

Respectfully submitted,



WILLIAM T FUJIOKA
Chief Executive Officer

WTR:RLR:DJT
DKM:AC:cvb

Attachments (2)

c: Executive Office, Board of Supervisors
County Counsel
Arts Commission
Auditor-Controller
Public Library
Public Works
Treasurer and Tax Collector

ATTACHMENT A

PUBLIC LIBRARY: MANHATTAN BEACH LIBRARY PROJECT ESTABLISH PROJECT, APPROVE BUDGET AND RELATED APPROPRIATION ADJUSTMENT CAPITAL PROJECT NO. 69571

I. PROJECT SCHEDULE

Project Activity	Scheduled Completion Date
Scoping Document Contract Award	08/31/2011
Prequalify Design-Builders	01/31/2012
Project Scoping Documents	06/29/2012
Award Design-Build Contract	08/31/2012
Construction Documents	11/30/2012
Jurisdictional Approvals	01/31/2013
Library Demolition	01/31/2013
Construction Start	02/28/2013
Substantial Completion	06/30/2014
Final Acceptance	09/30/2014
Library Grand Opening	12/31/2014

II. PROJECT BUDGET SUMMARY

Budget Category	Proposed Budget
Land Acquisition	\$ 0
Construction	
Design-Build Contract	\$ 12,500,000
Job Order Contract (demolition & site remediation)	500,000
Change Orders	2,500,000
Telecommunication Equip-Affixed to Building	750,000
Civic Art	137,000
Other: Utility connections	100,000
Subtotal	\$ 16,487,000
Programming/Development	\$ 0
Plans and Specifications (Scoping Documents)	\$ 1,200,000
Plan Check and Jurisdictional Review	\$ 79,000
Consultant Services	
Site Planning (Phase I Site Assessment)	\$ 0
Hazardous Materials (Survey and Monitoring)	75,000
Materials Testing and Deputy Inspection	200,000
Cost Estimating	0
Topographic Surveys	10,000
Constructability Review	50,000
Consultant Services (Library Consultant)	50,000
Geotechnical Survey	10,000
Environmental Documents (EIR/ND/CE)	400,000
Other (Building Commissioning)	75,000
Subtotal	\$ 870,000
Furniture, Fixtures, and Equipment	\$ 1,640,000
Miscellaneous Expenditures	\$ 115,000
County Services	
Code Compliance and Quality Control Inspection	\$ 550,000
Design Review	100,000
Contract Administration	80,000
Project Management	1,218,000
Project Management Support Services	0
ISD ITS Communications	70,000
Project Technical Support	60,000
Consultant Contract Recovery	72,000
Office of Affirmative Action	20,000
PM/CM As-Needed Contract	10,000
Subtotal	\$ 2,180,000
Total Project Budget	\$ 22,571,000

ATTACHMENT B

PUBLIC LIBRARY: MANHATTAN BEACH LIBRARY PROJECT ESTABLISH PROJECT, APPROVE BUDGET AND RELATED APPROPRIATION ADJUSTMENT CAPITAL PROJECT NO. 69571

APPROPRIATION ADJUSTMENT 4-VOTE MATTER

FINANCIAL SOURCES:

PUBLIC LIBRARY

B06-3017
Designation for Program Expansion
DECREASE APPROPRIATION \$5,141,000

Capital Projects-Public Library
Manhattan Beach
A01-CP-96-9919-65044-69571
Operating Transfer In/CP
INCREASE REVENUE \$5,141,000

FINANCIAL SOURCES TOTAL: \$10,282,000

FINANCIAL USES:

Public Library
Operating Budget
B06-PL-6100-41200
Other Financing Uses
INCREASE APPROPRIATION \$5,141,000

Capital Projects- Public Library
Manhattan Beach
A01-CP-6014-65044-69571
Capital Asset – Building & Improvement
INCREASE APPROPRIATION \$5,141,000

FINANCIAL USES TOTAL: \$10,282,000

JUSTIFICATION:

To transfer funds currently in Manhattan Beach Designation account in the Public Library's operating budget, into the Capital Project/Refurbishment Budget to fund the Manhattan Beach Library Project.

COUNTY OF LOS ANGELES

REQUEST FOR APPROPRIATION ADJUSTMENT

DEPARTMENT OF PUBLIC LIBRARY

DEPT'S.
NO. 461

July 20, 2011

AUDITOR-CONTROLLER:

THE FOLLOWING APPROPRIATION ADJUSTMENT IS DEEMED NECESSARY BY THIS DEPARTMENT. PLEASE CONFIRM THE ACCOUNTING ENTRIES AND AVAILABLE BALANCES AND FORWARD TO THE CHIEF EXECUTIVE OFFICER FOR HIS RECOMMENDATION OR ACTION.

ADJUSTMENT REQUESTED AND REASONS THEREFOR

FY 2011-2012

4 - VOTES

SOURCESUSES

PUBLIC LIBRARY

B06-3017

Designation for Program Expansion

DECREASE APPROPRIATION

\$5,141,000

Capital Projects- Public Library

Manhattan Beach

A01-CP-96-9919-65044-69571

Operating Transfer In/CP

INCREASE REVENUE

\$5,141,000

Public Library

Operating Budget

B06-PL-6100-41200

Other Financing Uses

INCREASE APPROPRIATION

\$5,141,000

Capital Projects- Public Library

Manhattan Beach

A01-CP-6014-65044-69571

Capital Assets - Building & Improvement

INCREASE APPROPRIATION

\$5,141,000

SOURCES TOTAL: \$ 10,282,000

USES TOTAL: \$ 10,282,000

JUSTIFICATION

To transfer funds currently in Manhattan Beach Designation account in the Public Library's operating budget, to the Capital Project/ Refurbishment Budget to fund the Manhattan Beach Library Project.


 AUTHORIZED SIGNATURE [NAME]

BOARD OF SUPERVISOR'S APPROVAL (AS REQUESTED/REVISED)

REFERRED TO THE CHIEF
EXECUTIVE OFFICER FOR ---☐ ACTION☒ RECOMMENDATION

AUDITOR-CONTROLLER

BY Karen ShikamaB.A. NO. 006July 21 20 11☒ APPROVED AS REQUESTED☐ APPROVED AS REVISED

CHIEF EXECUTIVE OFFICER

BY Dawn McDanielJuly 27 20 11

SEND 6 COPIES TO THE AUDITOR-CONTROLLER